

<b>Minutes of a meeting of the Full Governing Body of Richmond Methodist Primary School Governing Body held at the school on Monday 25<sup>th</sup> January 2016 at 6pm.</b>		
<p><b>Present:</b> Jan Linsley (Chair) Helen Ring (Headteacher), Tom Lascelles, Eithne Longstaff, Nicola Scrafton, Marie Mann, Brian Park, Rev. Les Nevin, Alistair Deavin and Peter Cooke.</p> <p><b>In attendance:</b> Susan Gardner (RMS Deputy Headteacher) Pat Gale (NYCC Clerk)</p>		
<b>Minute No.</b>		<b>Action</b>
<b>PART A - PROCEDURAL</b>		
<b>GB 01/16</b>	<p><b><u>Welcome:</u></b> The Chair welcomed everyone to the meeting and introductions were made to new Governors AD and PC, and the new Deputy Headteacher SG. The Rev. LN gave an opening prayer based on Psalm 139.</p>	
<b>GB 02/16</b>	<p><b><u>Apologies for absence:</u></b> Apologies had been received and consented to from Linda Sims, Jenny Hargreaves, Stephen Rawson and Paul Bell.</p> <p>Governors were reminded of the need to attend GB meetings regularly. If absences were frequent the Chair would contact the Governors concerned to discuss their capacity to fulfil the role of Governor.</p>	
<b>GB 03/16</b>	<p><b><u>Declarations of Interest:</u></b> None declared.</p>	
<b>GB 04/16</b>	<p><b><u>Confidentiality:</u></b> None declared</p>	
<b>GB 05/16</b>	<p><b><u>Notification of urgent other business:</u></b> None declared.</p>	
<b>GB 06/16</b>	<p><b><u>Sharing our vision for the school (item 10):</u></b> The Chair asked the Head to talk through the presentation she had given at interview on her 'Vision for an outstanding school'; as it was felt that this would provide a good starting point for Governors to consider the 'vision for the school'. The presentation was based on three themes of:</p> <ul style="list-style-type: none"> <li>• <b>Keep-</b> the core values of strong 'relationships' between children, parents and staff.</li> <li>• <b>Grow-</b> strong outstanding teaching and learning and the rigorous testing and evidencing of impact.</li> <li>• <b>Change –</b> 'in getting the team right', improving pupil behaviour and raising higher expectations, increasing greater involvement with the community and external</li> </ul>	

	<p>stakeholders and encouraging greater staff accountability by challenging underperformance.</p> <p>The Chair then asked Governors how they could take the vision forward.</p> <p>The following suggestions were put forward:</p> <ul style="list-style-type: none"> <li>• ‘We could develop a ‘wordle’ for the values of the school from the perspectives of children, staff, governors and parents’.</li> <li>• ‘We need a key statement, such as, ‘our children are’ or ‘what do we want a Year 6 child to be as they leave the school?’.....we need a mix of adjectives and verbs to emphasise the values’.</li> <li>• ‘Governors could consider what they would like to include through the committees, which would then bring forward a different range of priorities’.</li> <li>• ‘Parents could be asked at parent evenings, although they may need a starting point from which people could then contribute their perceptions by written contributions, through email, text or through survey monkey’.</li> <li>• ‘Children could be asked to contribute or the Student Council could lead on behalf of all pupils’.</li> </ul> <p><b>Resolved:</b>  <b>a) That the Head be thanked for a very helpful presentation in supporting Governors to help develop a new ‘vision for the school’.</b></p> <p><b>Resolved:</b>  <b>b) That the Head and SG would develop the process for creating the ‘school vision’ with support from LN and NS, with a view to presenting an initial draft for consideration at the next FGB meeting.</b></p>	<p>All</p> <p>Head/ SG/ LN/ NS</p>
<p><b>GB 07/16</b></p>	<p><b><u>To receive an update on Governor vacancies, elections or nominations:</u></b></p> <p>The Chair explained that there were currently 2 Parent Governor vacancies and elections were underway.</p> <p><b>Resolved:</b>  <b>a)That EL and the SBM be thanked for implementing the parent governor election process.</b></p> <p>The Chair reported that TA had unfortunately been unable to stand again as parent governor due to work commitments, but he thanked the school for the support from fellow governors and hoped the school would continue to go from strength to strength.</p> <p><b>Resolved:</b>  <b>b)That the Chair ,on behalf of the Governing Body, would send Tim Arundell a letter thanking him for his valuable contributions over the years and wishing him well in the future.</b></p> <p>It was noted that as a consequence of this resignation, several</p>	<p>All</p>

	<p>vacancies would now need to be filled; the Chair of the Joint Collaboration Committee, the co-Vice Chair of the Full Governing Body and Vice-Chair of the C&amp;P committee.</p> <p><b>Resolved:</b>  <b>c) That the nomination for a Co-Vice Chair would take place at the next FGB meeting and the other roles would be elected at their next meetings.</b></p>	
<b>GB 08/16</b>	<p><b><u>To approve as a correct record the minutes of the FGB meeting held on the 30th November 2015:</u></b></p> <p>Governors had been previously circulated with the minutes.</p> <p><b><u>Resolved:</u></b>  <b>The Minutes of the 30<sup>th</sup> November 2015 were accepted as an accurate record, signed and dated by the Chair.</b></p>	<b>Chair</b>
<b>GB 09/16</b>	<p><b><u>Matters Arising from the minutes not covered by the agenda:</u></b></p> <p>The summary of actions was considered and updated, there were no outstanding actions.</p>	<b>All</b>
<b>GB 10/16</b>	<p><b><u>Confirmation of the date of the next meeting:</u></b></p> <p>It was confirmed that the next meeting would take place on Monday the 14<sup>th</sup> March 2016 at 6pm with a 5.30pm start for networking.</p>	
<b>PART B-SCHOOL IMPROVEMENT</b>		
<b>GB 11/16</b>	<p><b><u>To receive the Headteachers Report:</u></b></p> <p>The Head circulated her report to Governors and asked for any points of clarification; she explained that the report format was based on a standardised template from the Swaledale Alliance and made reference to:</p> <ul style="list-style-type: none"> <li>• The School Development Plan</li> <li>• The Action Plan for monitoring and assessment for spring and summer terms</li> <li>• The Early Excellence analysis of data for FS2</li> <li>• Phonics Monitoring and testing</li> </ul> <p>The Head explained that the emphasis of the report was on impact measures and keeping Governors informed of all issues and developments. For example 'we are introducing a real 'push' on spelling across the school; so every morning there will be a 'spelling focus of 20 minutes', and interhouse 'Spelling Bee' competitions, in order to improve progress levels..</p> <p><i>Q: What has been taken out of the school day in order to accommodate the focus on spelling?</i>  <i>A: No changes just moving sessions around to ensure we prioritise areas for development.</i></p> <p><i>Q: How do you get 'buy in' from parents about new developments?</i>  <i>A: It hasn't been launched yet but we will explain the purpose in a newsletter.</i></p>	

	<p>Copies of the unvalidated <b>Ofsted Inspection Dashboard</b> were circulated to Governors for their consideration and questions. It was noted that the Education Development Adviser, Bridget Watt, had validated the report and agreed with the schools internal judgement that RMS was a 'Good School'.</p> <p><i>Q: What is the inspection dashboard?</i></p> <p><i>A: It is designed to show at a glance how well previous cohorts demonstrated characteristics of good or better performance; it contains a brief overview of published data for the last three years from 2013 to the end of the 2015 academic year.</i></p> <p>It was noted that the school had a range of strengths, for example:</p> <ul style="list-style-type: none"><li>• KS2 value added was broadly average or above in all subjects.</li><li>• Attendance was above average.</li><li>• Persistent absence was below average.</li><li>• Disadvantaged KS2 pupils had an average point score equal to or above the national score for other pupils in reading.</li><li>• The proportion of disadvantaged KS2 pupils that attained at least Level 4 was equal to or above the national figure for other pupils in reading, writing and maths.</li></ul> <p>The Head reported that it showed real evidence of how the gap was closing between 'Pupil Premium' and other children; and since this data was produced we have had a further eight months of the school year, so we can expect even stronger results; a data report will be produced for the March FGB meeting.</p> <p>However the two weaknesses included:</p> <ul style="list-style-type: none"><li>• At least twice, KS2 expected or more than expected progress from starting points was in the lowest 10% in maths.</li><li>• Attendance was low for the groups, FSM, SEN without EHC/statement, in the lowest 10% of all mainstream schools nationally.</li></ul> <p><i>Q: What is meant by where a group is identified in the lowest 10%?</i></p> <p><i>A: It means the school has been compared with the lowest 10% of schools based on figures for all pupils, and not the figures for the group nationally.</i></p> <p>The Head stressed the importance of reporting impact to Governors rather than reporting on a range of activities.</p> <p>Governors received the <b>School Development Plan for 2015-16</b>, which highlighted the main areas of focus and colour-coded success criteria which are:</p> <ul style="list-style-type: none"><li>• Standards in reading and writing improve further and are consistently high in all areas throughout the school.</li><li>• All children make good progress and attain to their ability in maths.</li><li>• Foundation Stage children 2015/16 achieve GLD at 65%+.</li><li>• The future leadership of the school is secured.</li></ul> <p>It was noted that a separate action plan has been produced to develop the use of Target Tracker within school to support monitoring and assessment and to monitor progress.</p>	
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	<p>The Chair noted that there were a number of fresh views incorporated in the SDP, with a significant number of new actions, designated to complete in July 2016. ‘As Governors, we need to know that the priorities are well-founded and be assured that overload will be avoided’.</p> <p><b>Update on the Pupil Premium</b>, this had been covered through the data report in demonstrating that the ‘gap was narrowing’.EL, the Pupil Premium Link Governor reported that she had met the Learning mentors and had observed the impressive range of support they were providing for pupils; clearly being evidenced in the results, although more work was needed on improving attendance for some pupils.</p> <p><b>Resolved:</b>  <b>a) That the learning mentors be thanked for their support for Pupil Premium children.</b></p> <p><b>Update on the Primary PE Sports Grant</b>-the Head reminded Governors of the ways in which the grant was being used to provide additional activities and coaching for pupils as well as training for staff. The Head reported that a joint planning meeting between RMS and ACE was to be held on the 1<sup>st</sup> February at 10.30 am to discuss the advantages and disadvantages of leasing a mini-bus to support extra –school activities and pupil visits between the two schools. The Chair asked if any Governors would be able to join the meeting.</p> <p><b>Resolved:</b>  <b>b)That TL,NS and EL would join the ‘mini-bus’ planning meeting with the Head, Charles Cody and David Williams on the 1<sup>st</sup> February 2016.</b></p> <p><b>Resolved:</b>  <b>c)That the Head and Deputy Head be thanked for a very clear overview of the school priorities for the rest of the academic year.</b></p>	<p>All</p> <p>TL/ NS/ EL</p> <p>All</p>
<p><b>GB 12/16</b></p>	<p><b><u>To consider the proposal for Early Years provision at the school:</u></b></p> <p>Governors had been circulated with some reports on the evidence of early education on child development. However, it was felt that at this stage of new leadership for the school that the focus of activities should be on the priorities identified in the School Development Plan.</p> <p><b>Resolved:</b>  <b>To reconsider the proposal for ‘Early Years’ during the 2016/17 academic year.</b></p>	<p>All</p>
<p><b>GB 13/16</b></p>	<p><b><u>To receive an update on SEND:</u></b></p> <p>MM, Link Governor for SEND, noted there was nothing further to report since the last meeting.</p>	

<p><b>GB 14/16</b></p>	<p><b><u>To receive an update on safeguarding:</u></b></p> <p>The Head reported that there had been no safeguarding issues. A new safeguarding audit had been received from NYCC and was due for completion and submission to the NY Safeguarding Board.</p> <p><b>Resolved:</b> <b>That the Head and Deputy Head would complete the safeguarding audit for submission to the NY Safeguarding Board by the 5<sup>th</sup> February 2016.</b></p>	<p><b>Head/ Dep. Head</b></p>
<p><b>GB 15/16</b></p>	<p><b><u>To receive an update on the Swaledale Alliance:</u></b></p> <p>The Head reported that the school was taking an important representative role in the development of the Alliance, with the Head a member of the steering committee, and the Deputy Head being a key member of the Working Party for Assessment. It was noted that the Head of Brompton on Swale C of E school Mike White, would be acting as mentor for HR in her new role as Headteacher.</p>	
<p><b>GB 16/16</b></p>	<p><b><u>To receive and approve the updated Governor Development Plan:</u></b></p> <p>The Chair explained that this was on hold until all new Governors were in a position to contribute to the Plan.</p> <p><b>Resolved:</b> <b>That all Governors should let the Clerk know of any training activities they had undertaken so this information could be recorded centrally in the Governor Development Plan.</b></p>	<p><b>All</b></p>
<p><b>PART C- RESOURCES</b></p>		
<p><b>GB 17/16</b></p>	<p><b><u>To receive a verbal budget and staffing update:</u></b></p> <p>The Head had reported on the main headlines in her report to Governors, in summary the key headlines were:</p> <ul style="list-style-type: none"> <li>• The December 2015 monitoring report forecast a carry forward of £25,083, but since then an urgent remedial action has been required to repair the KS2 boys toilets, at an estimated cost of £3,500+, in addition to the pump in the septic tank in the Brown classroom requiring possible replacement. Governors would be kept informed of developments.</li> <li>• In terms of staffing it was reported that a NQT had started at the school to cover maternity leave, teaching class 8 Year 4 Support will be given through some planned team teaching with TL, and mentoring by LS and SW.</li> </ul>	

<p><b>GB 18/16</b></p>	<p><b><u>To receive a brief verbal update from the BaSE Committee held on the 18<sup>th</sup> January 2016:</u></b></p> <p>The key headlines included:</p> <ul style="list-style-type: none"> <li>• The budget was tight for repairs and maintenance for the rest of the academic year.</li> <li>• The Committee would be recommending a budget of £30k for the 2016/17 academic year, as a number of priorities have been identified.</li> <li>• The school has to carry out an ‘accessibility audit’ of the school; the recommendation from the BaSE Committee was to commission a private contractor who would carry out the audit and action plan. A recommended contractor had been given by another school in the Swaledale Alliance.</li> </ul> <p><b>Resolved:</b> <b>That the Committee Governors be thanked for their work in assuring the maintenance and health and safety of the school.</b></p>	<p><b>All</b></p>
<p><b>GB 19/16</b></p>	<p><b><u>To receive a health and safety update:</u></b></p> <p>NS the link Health and Safety Governor reported that the annual Health and Safety ‘walk around’ had taken place with herself, JH the caretaker and SBM, it went well with few urgent actions.</p> <p><b>Resolved:</b> <b>That NS be thanked for her update as Link Health and Safety Governor.</b></p>	<p><b>All</b></p>
<p><b>PART D- OTHER BUSINESS</b></p>		
<p><b>GB 20/16</b></p>	<p><b><u>Governor vacancies:</u></b></p> <p>The Chair reminded Governors that there was the opportunity for new Governors to join Committees, and the following proposals were made, based on the best skills-mix:</p> <ul style="list-style-type: none"> <li>• That Peter Cooke would join the Finance and Personnel Committee and Joint Collaboration Committee.</li> <li>• That Alistair Deavin would join the BaSE Committee.</li> </ul> <p><b>Resolved:</b> <b>That PC and AD be thanked for their willingness to join and contribute to these committees.</b></p>	<p><b>All</b></p>
	<p>There being no further business the Chair thanked all Governors for their commitment and contributions and the meeting closed at 8.45pm.</p>	
	<p><b><u>Date of the next meeting of the Full Governing Body:</u></b></p> <p>Monday 14<sup>th</sup> March 2016 at 5.30 pm for a prompt 6pm start. <b>Please send any apologies to the clerk Pat Gale :</b></p>	

Minutes of the Richmond Methodist School Full Governing Body- 25-01-2016

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